25 lb.
Postal Shipping Scale

Instruction manual

USPS MODEL DS25 POSTAL / SHIPPING SCALE INSTRUCTIONS

INTRODUCTION

Congratulations on the purchase of your new United States Postal Service ("USPS") Postal / Shipping Scale. We recommend that you read this manual carefully to become familiar with the operation of the product. The manual explains, in simple steps, how to operate and maintain your new scale. Please retain this guide for further reference.
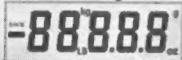
If you have questions regarding the scale, please call Customer Support at 1-800-272-6229.
This scale is designed for weighing letters and small parcels. It's great in the kitchen, too; perfect for measuring ingredients used in your favorite recipes or for weighing foods for portion control when dieting. The scale is also ideal around the house for hobbies, like models, and countless other uses.

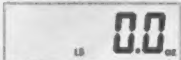**WARNING**: To prevent damage, do NOT exceed the specified weight capacity of the scale.

Do NOT lift or pick-up the scale by holding the weighing platform. The scale should be picked-up from the bottom or the base of the scale.

BASIC OPERATION

1) **Open the battery compartment door on the bottom of the scale and connect the included 9-Volt battery.**
2) Press the MODE key on the right side of the scale to select between pounds/ounces or kilograms/grams.
3) Be sure the scale is placed on a hard, flat, level surface.
4) Press the **ON/TARE** button. **Do not** place anything on the scale platform before the unit is turned on or while it is initializing. The scale's display will show:
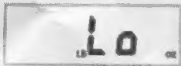
-88.8.8.8. for a few seconds and then 0.0. .

5) Place the letter/parcel or item on the scale; the weight is displayed within a couple of seconds.

If the scale does not show zero at any other time during the unit's operation while there is nothing on the scale platform, press the **ON/TARE** key to reset the scale to zero and wait until "0.0" appears on the display. The scale can then be used.

Replace the 9-Volt battery if you see Lo on the display.

AUTO POWER OFF

The unit automatically turns itself off after a period of 3 minutes of inactivity. To restart the scale, simply press the **ON/TARE** button.

TARE FUNCTION

The tare function allows the display to be reset to show a weight of zero, even after placing an object on the scale. This feature allows you to get the net weight of an item in a container or a box.

1) After the scale is turned on, place the container (measuring cup, box, etc.) on the scale platform.
2) Press the **ON/TARE** key once after weighing the container, box or first item.

0.0 should appear on the display.

3) Place item/contents to be weighed into the container.
4) Read the weight of the contents on the display. The weight shown will be the weight of the item in the container, excluding the weight of the container itself.
5) Remove all the items from the scale and press the **ON/TARE** key again to "zero out" the scale.

IMPORTANT: Please note that the total weight of the container and its contents should not exceed the weight capacity of the scale.

HOLD FUNCTION

The "hold" function allows the weighing of large envelopes, boxes or other items that hang past the edge of the platform and block the scale display from being read.

1) Place the item on the scale platform.
2) Wait a few seconds to allow the item's weight to register.
3) Press the **HOLD** key.
4) The item's weight reading will remain on the display for approximately 10 seconds.
5) Press the **ON/TARE** key to cancel the "hold" feature and return the scale to zero.

CARE OF THE SCALE
The scale is NOT water proof. Do NOT submerge the scale itself in water or rinse the scale under water. The scale should be wiped clean with a damp rag using dish detergent or a mild, general household cleaner that is safe on plastic.

RECALIBRATION
This scale has been calibrated at the factory at the time of production. Recalibration should not be necessary. If you feel your scale has an accuracy issue, please call our Product Support Line for further instructions

USB CONNECTIVITY FOR POSTAGE / SHIPPING RATE CALCULATIONS

Your new scale offers USB connectivity to Windows-based PC's. Connectivity is not available for Apple based Macbooks or other Apple products.This will allow you to transfer weights to the USPS website for accurate postage rate calculations. You can also transfer weights to UPS and Fedex websites for accurate rate calculations.

The instructions are as follows:

1) Download the free Royal Postal Scale software from: http://www.PostalScaleLink.com
2) Install and run the "Royal Postal Scale" software.

3) Plug the USB cable into the Postal Scale and into an available USB port on your PC.
4) The Postal Scale Software will indicate a "Connected" status.
5) To automatically transfer the weight indicated on the scale to the USPS website
    a. Select "File → Send Weight to Clipboard in Ounces (USPS)."
    b. Place the item on the scale.
    c. On the USPS web page, right-click on the "Ounces" field and select "Paste."
    d. **If you are using the USPS website, always paste the weight shown on the scale into the OUNCES field on the USPS website. For example, if the weight on the scale shows 1 lb 6 oz, the USPS website will automatically convert that weight to show 22 oz and compute the postage accordingly.**
    e. **Do not paste weights into the POUND field on the USPS website.**
6) To automatically transfer the weight indicated on the scale to UPS or Fedex Websites
    a. Select "File → Send Weight to Clipboard in Pounds (UPS/Fedex)"
    b. Place the item on the scale.
    c. On the UPS or Fedex web page, right-click on the "Pounds" field and select "Paste"

SPECIFICATIONS

Model	Capacity	Resolution (Increments)
DS25	25 lb / 11 kg	0.1-ounce (5.0-grams)
Power Supply on all models:		One 9-Volt Battery

NOT LEGAL FOR TRADE

State of California Proposition 65 Warning
The following statement is required by the State of California. Warning: This product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

WARRANTY & TECHNICAL SUPPORT

STANDARD WARRANTY

The United States Postal Service ("USPS"), WARRANTS that your NEW scale is free of defects of workmanship and materials. If there is a defect or malfunction of this product, the USPS will either repair or exchange it for a replacement scale within a period of ONE (1) YEAR from the original date of purchase. To obtain an exchange or refund within the first 30 days after purchase, return the scale along with a copy of your purchase receipt to the place of your original purchase. After 30 days, please call Customer Support at 1-800-272-6229.

THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE. The USPS shall NOT be held liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect or malfunction of this product. Some States do not allow limitations on how long an implied warranty lasts and some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

PRODUCT SUPPORT HOTLINE:

For questions on use of this product or this warranty call **1-800-272-6229**, Monday through Friday from 9am – 6pm EST.